

A Quick Guide to VR Registration

Website Registration

1. Go to <http://tc.tournamentsoftware.com> .
2. Click on “Sign Up”.
3. Select the province in which you reside.
4. Read the Athletes Undertaking and Agreement message and select “I agree” and then click Next
5. Insert your personal information in the form below .
6. You will then be asked to select the region of the province in which you reside from a drop down list. Select your region.
7. Another box will then appear with a drop down list of clubs in that region. Select the club to which you belong and click next.
8. Finally you will be asked to insert an account name, password and e-mail address. It is important that you insert a correct e-mail address as this will be used to verify your account and for customer service.
9. After you have completed this, you should receive an e-mail shortly which will be used to verify your account. Follow the instructions in the e-mail to do so.

Membership Payment

1. After registering as a new member with the website and logging in, you will see a message saying that you have an unpaid membership.
2. Click on “Pay from your profile” .
3. Near the bottom of the page on the right hand side, click the “Pay” button.
4. Click PayPal for any electronic payment. Don’t worry if you do not have a PayPal account, you can select to pay by credit card afterwards. Otherwise select Cash or Check.
5. On the PayPal page, enter your credit card information or PayPal account information to finish paying for registration.
6. If paying by cash or cheque, please send immediately to the province for which you have registered.

Tournament Registration

1. At the search bar at the top of the site, select Tournaments from the drop down bar.
2. Type in the name of the tournament that you wish to enter.
3. Click on the tournament that appears which matches your entry.
4. A page will appear with a button which will allow you to register for the tournament. If this does not appear, it may be that the entry deadline has passed, or that online registration has not yet started. Be sure to check these dates lower on the page.
5. The site will ask you for the events you wish to register in and your partner's name (if applicable) via drop down boxes.
6. Personal information will be used from your profile but you may enter or change any of this in the following steps if necessary.
7. After these steps you will verify the information and it will take you to the payment step.
8. You will see a button for PayPal which you should click on. Not to worry if you don't have an account with PayPal as it will allow you to select a credit card for payment afterwards.
9. After entering your payment information, you will be officially registered for the tournament!